



**MEMO TO:** Members of the City Council

**FROM:** Mayor John Marchione

**DATE:** October 1, 2019

**SUBJECT: Approval of a Contract with EMG, in an Amount Not-to-Exceed \$149,960, for the City Facilities ADA Access Audits and Transition Plan**

**I. RECOMMENDED ACTION**

Authorize the Mayor to sign a contract with EMG not-to-exceed \$149, 960 for the ADA Access Audits and Transition Plan for City Facilities.

**II. DEPARTMENT CONTACTS**

Carrie Hite, Parks and Recreation Director	425-556-2326
Carolyn Hope, Park Planning & Cultural Arts Manager	425-556-2313
Lee Ann Skipton, Facilities Manager	425-556-2398
Jeff Aken, Senior Park Planner	425-556-2328

**III. DESCRIPTION/BACKGROUND**

Redmond is continuing work to become more accessible for all members of the community to; live, work, play, and invest. Following the development of the Transition Plan for Parks and Trails, we are now starting the process for facilities. The City Council budgeted \$150,000 in the 2019-2020 biennium to audit City-owned and managed facilities and create a transition plan prioritizing the identified barriers and solutions.

Redmond has a diverse facility portfolio housing the City's administration, recreation, maintenance and operations, public safety, and emergency services. Redmond operates approximately 500,000 gross square feet of facilities in 26 buildings at 13 sites. In July, the City requested proposals from qualified consultants to provide consulting services to create a Facilities Transition Plan.

**Analysis**

Six consultants responded to the Request for Proposals. Staff reviewed the applications and interviewed three consultants. Each of the three consultants has a strong background in ADA facilities work for jurisdictions. The consultants from EMG were chosen based upon their facilities knowledge, software integration, and data management. In addition to the facilities data, their proposal will incorporate past work from parks and trails along with curb ramps into an overall database and a comprehensive Transition Plan for the City.

EMG's proposal, including the optional tasks in the scope is \$149,960. A contract with corresponding scope is attached for review.

#### **IV. PREVIOUS DISCUSSIONS HELD**

- April 23, 2019            City Council Study Session (Parks)
- September 3, 2019      Parks and Human Services Committee of the Whole

#### **V. IMPACT**

##### **A.     Service/Delivery:**

Conducting an ADA Access Audit and Transition Plan will bring the City into compliance with ADA Title II requirements for Facilities. It will ensure that all who use our facilities have access to the programs and services offered.

##### **B.     Fiscal Note:**

The costs of the EMG consulting contract will not exceed \$149,960 and will be paid for with budgeted funds from the Parks and Recreation operating budget.

#### **VI. ALTERNATIVES TO STAFF RECOMMENDATION**

The City Council can choose to:

- Approve the contract;
- Approve the contract at a different scope and price;
- Approve the contract with another consulting firm; or
- Not approve the contract.

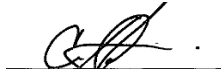
Not approving the contract will delay the work to complete the City's ADA Transition Plan and it may leave the City vulnerable due to noncompliance.

#### **VII. TIME CONSTRAINTS**

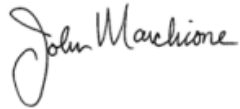
Staff would like to begin access audits in October of 2019 so an understanding of issues and priorities will be available before the budgeting process starts in 2020 for the next biennium.

**VIII. LIST OF ATTACHMENTS**

Attachment A: Contract

A handwritten signature in black ink, appearing to read "CH", followed by a period and a horizontal line.

**Carrie Hite, Parks and Recreation Director**

A handwritten signature in black ink that reads "John Marchione".

Approved for Agenda \_\_\_\_\_

**John Marchione, Mayor**